Effective 8/31/2015, the following changes will be made to benefits processing as they relate to LaGov and eEnrollment:

-- LSU First will move from Recurring Deductions (infotype 0014) to Health Plans (infotype 0167).

Beginning 8/24/2015, OTS staff will convert active LSU First deductions by delimiting the active IT0014 records and creating new IT167 records.

Agencies will no longer use IT0014 to create/maintain LSU First records but will instead use the HRBEN001 transaction in LaGov. Here is the link to the new help script:

LSU First Enrollment - HRBEN0001

-- <u>Dependent Life</u> will move from Recurring Deductions (infotype 0014) to Insurance Plans (infotype 0168).

Beginning 8/24/2015, OTS staff will convert active Dependent Life records by delimiting the active IT0014 records and creating new IT168 records.

Agencies will continue using eEnrollment to enroll/maintain employees in Dependent Life.

-- <u>Miscellaneous Vendor Products</u> (Statewide Vendor Products) will move from Recurring Deductions (infotype 0014) to Miscellaneous Plans (infotype 0377).

Beginning 8/24/2015, OTS staff will convert active Miscellaneous Vendor deduction records by delimiting the active IT0014 records and creating new IT377 records.

Agencies will no longer use eEnrollment to enroll/maintain employees in misc. vendor products but will instead use the HRBEN001 transaction in LaGov. Here is the link to the new help script: **Statewide Misc. Product Enrollment - HRBEN0001** 

Enrollment into misc. vendor products will end in eEnrollment on 8/21/2015 and will resume on 8/31/2015 in LaGov.

The conversion of records will be done the week of August 24<sup>th</sup>. Beginning this day, if there are unresolved OGB helpdesk tickets related to statewide/miscellaneous vendor products, changes/corrections will need to be made in LaGov on 8/31/2015.

If you have any questions, please contact the LaGov HCM helpdesk.